

HOME WORKING POLICY

Document Revision History

Date	Author	Revision	Description
July 2011	HR		Initial Draft
28/09/11	Dawn Melloy	1	Revision to house style and improved content
16/11/11	Dawn Melloy	2	Changes requested by TUs after consultation meeting
01/10/14	Tara Eyre	3	Changes suggested by Flexible Working Group

Contents

Para		Page
1	Introduction	4
2	Hours of work	4
3	Pay	4
4	Allowances	5
5	Equipment and materials	5
6	Visits to the Council offices	5
7	Visits to employee's home	5
8	Security	5
9	Health and safety issues	6
10	Insurance	6
11	Requests to work at home	6
12	Appealing the Decision	7

1.0 Introduction

The Council promotes flexible working for staff in all jobs and all grades and, where appropriate, will agree to an employee working partly at home, provided that such an arrangement is suitable for both parties and is likely to facilitate effective and efficient working.

This policy aims to describe the working arrangements that will apply when it is agreed that an employee will work at home on a regular basis undertaking a minimum of 4 days and a maximum of 8 days, per month for at least one year. This formal arrangement for home working will be contractual.

It is recognised that employees may wish to work at home on an ad hoc basis for specific projects, where access to the office is subject to the advice of Occupational Health, or on occasions where access to the workplace is restricted such as adverse weather.

A training session will take place for all those who have been identified as able to work flexibly. This will include completion of a Health & Safety Self-Assessment Form and a DSE Workstation Assessment Form (forms attached as Appendix 2).

2.0 Hours of work

Homeworkers are not subject to fixed hours of work and are generally free to perform the agreed work at times that suit them. However homeworkers must agree with their line manager the period(s) during which they will be working and available either to respond to telephone calls and emails or to attend meetings.

Homeworkers must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998. They must:

- take a break during each working day of at least 30 minutes, during which they must stop work;
- ensure that they have a daily rest break of at least 11 continuous hours, i.e. the time period between stopping work one day and beginning work the next day must not be less than 11 hours; and
- have at least one complete day during the 7 day week when no work is done.

It is not the intention of the council to allow employees to work from home full-time.

Flexi-time

Employees choose when to begin and end work. They are required to work during the agreed core hours unless otherwise agreed by their line manager in advance and must work the agreed number of hours during each 4 week period.

Employees must complete flexi-sheets each day to show all hours worked, absences and breaks taken. Employees must send their flexi-sheet promptly to their line manager at the end of each 4 week period.

3.0 Pay

Employees who work at home will be paid their normal fixed weekly or monthly salary for a defined number of hours of work, with provision for overtime only by agreement within your contract of employment.

4.0 Allowances

Payments are not applicable where employees work from home as part of home/agile working. Where an employee works from home on an occasional basis as part of home/agile working, the council will not pay any office allowances, install broadband or pay for any heating/lighting costs.

5.0 Equipment and materials

It is the Council's policy that all equipment, including computer equipment, necessary for the employee to work at home will be provided to the homeworker by the Council and maintained (and replaced when necessary) by the Council. All equipment will remain the property of the Council.

It is the homeworker's duty to ensure that proper care is taken of equipment provided by the Council.

On termination of the employee's employment for any reason, the employee will return all equipment to the Council.

6.0 Visits to the Council offices

Homeworkers are required, on request, to attend the workplace for purposes such as training, performance assessment and team briefings. The dates and times of such visits will be agreed in advance. The employee will not be paid travelling expenses for normal home to office mileage.

Where any journey commences or finishes at the employee's home, the full address must be given. In these circumstances, the mileage claimed should be that which is additional to that which would be undertaken in normal travel to/from the normal place of work (except for out of hours call outs etc). If in doubt, consult your line manager.

7.0 Visits to employee's homes

It is possible that the line manager may from time to time visit the employee at home, at agreed times, for work related purposes. This may include health and safety assessments.

8.0 Security

The homeworker must ensure that Council property and data is secure and must not allow members of his/her family or third parties who are not employed by the Council to access or use the Council's equipment.

Employees who work at home are responsible for keeping all documents and information associated with the Council's business secure at all times.

The computer and any other equipment provided by the Council for the homeworker must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

9.0 Health and safety issues

The Council is obliged under health and safety legislation to ensure the health and safety of homeworkers in the same way as office-based staff. The Council is therefore required to ensure that:

- all equipment and systems of work in the employee's home are safe;
- all articles and substances are handled and stored safely;
- information and training on the safe use of equipment, including display screen equipment, is provided to the homeworker; and
- risk assessments will be carried out by the employee at the training session.

All employees who work at home have a duty to ensure; in so far as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the Council from time to time and adhere to the Council's Health & Safety Policy.

Employees who work at home on a regular basis should ensure they take regular breaks. The Council will provide suitable equipment for all homeworkers.

10.0 Insurance

IT equipment provided by the council as part of home working can be covered by the council's insurance policy, but only the hardware, and providing its value is more than £1,000 and that the details are notified to the Insurance Office.

Employees working at home as part of home working are covered by the council's Employer's Liability Policy only in as far as the Council can be seen to be in breach of duty of care. Any accidents must be reported immediately in accordance with the council's guidelines.

11.0 Requests to work at home

Any employee who wishes to request regular, formal homeworking (who has not already been identified as a flexible worker) should in the first instance put his/her request in writing, stating the pattern of working he/she is seeking (i.e. the number of hours or days he/she would propose to work at home and/or at the workplace) and submit the request to his/her line manager (see Appendix 1).

The manager will arrange a meeting with the employee to discuss the feasibility of the employee's request to work at home. It is the Council's policy to view any requests for homeworking in a positive light and the manager will, whenever it is possible and practicable, agree to the employee's request.

Managers will acknowledge the request in writing (with a copy sent to HR) within 10 working days, setting out the process and timescales for making the decision. When the application has been approved or declined the manager will confirm the decision in writing (with a copy sent to HR). If approval is given the written notification must include the dates of commencement, and the employee will complete a flexible working training session.

If the application has been declined the manager must give clear reasons why the application has not been successful.

12.0 Appealing the Decision

The employee may appeal the decision should the application be refused. This must be done in writing and be addressed to Human Resources. The appeal notification must be submitted within 10 working days from the date of the refusal notification.

An appeal hearing will be organised by HR where possible within 21 days from the date of the appeal letter. The appeal hearing will be attended by the employee, Human Resources and the Service Head or his/her nominated officer. The employee has the right to be represented by a colleague or a representative (but not a paid representative).

The employee will be notified of the outcome of the appeal in writing by Human Resources within 14 days of the appeal hearing.

The written decision will confirm:

- the grounds for the appeal
- the manager's grounds for the refusal

- an explanation why the refusal is being upheld / overturned on appeal.

The appeal decision is final and constitutes the end of the formal procedure.

Law relating to this document

Employment Act 2002

Employment Rights Act 1996

Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002 (SI 2002/3236)

Flexible Working (Procedural Requirements) Regulations 2002 (SI 2002/3207)

Flexible Working (Eligibility, Complaints and Remedies) (Amendment)

Regulations 2006 (SI 2006/3314)

Flexible Working (Eligibility, Complaints and Remedies) (Amendment)

Regulations 2009 (SI 2009/595)

Health and Safety at Work etc Act 1974

National Minimum Wage Act 1998

Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)

National Minimum Wage Regulations 1999 (Amendment) Regulations 2010 (SI 2010/1901)

Working Time Regulations 1998 (SI 1998/1833)

WORKING AT HOME APPLICATION FORM

Personal Details

Name:

Job title:

Service:

Manager:

To Chesterfield Borough Council:

I wish to apply to change my contractual working arrangements to enable me to work at home.

My current working arrangement (days/hours/times worked) are:

I wish to apply to work the following pattern (give days, hours and place of work):

I would like this working arrangement to commence from:

I think the impact of the new working arrangement on the Council and my colleagues would be (give positive and any negative impact):

The negative impact on my employer and colleagues can be dealt with as follows:

(continue overleaf if necessary)

Signed:

Date:

PASS THIS APPLICATION TO YOUR LINE MANAGER

**HEALTH & SAFETY SELF-ASSESSMENT FORM FOR EMPLOYEES ON THE
WORKING AT HOME SCHEME**

This form should be completed by the employee and signed by their manager (or nominated deputy) before any working at home commences.

For employees working at home, the checklist will be used to ensure that the home working conditions comply with current health and safety legislation - although these standards will only apply during working time.

Any significant risks or action points, including display screen equipment issues, should be addressed immediately.

It is the employee's responsibility to carry out a risk assessment of their homeworking activities and this should include:

- The environment in which they will be working
- Any equipment or chemicals which they will use in order to complete their tasks
- Any other relevant issues

Only when the manager has signed the form will the employee be allowed to commence working from home.

PLEASE USE CAPITALS

Employee:

Date of Assessment:

Home Address:

FIRE	YES	NO/NA	COMMENTS
Is the work area tidy?			
Are exit routes clear?			
Is a smoke alarm fitted? (Test alarm weekly and replace battery annually)			
ELECTRICAL EQUIPMENT	YES	NO/NA	COMMENTS
Any apparent damage to equipment? (e.g. cracked/loose casing, missing screws etc)			
Any evidence of overheating? (look for discolouration)			
Any obvious damage to leads or plugs?			
Are the cables secured in all plugs?			
Has the equipment been PAT tested? (arranged via the manager)			
SLIPS, TRIPS AND FALLS	YES	NO/NA	COMMENTS
Are walkways clear of tripping hazards e.g. trailing cables?			
WORKING ENVIRONMENT	YES	NO/NA	COMMENTS
Is the temperature adequate?			
Is the ventilation adequate?			
Do you have adequate lighting, including any necessary task specific lighting?			
ACCIDENTS/FIRST AID	YES	NO/NA	COMMENTS
Do you know the procedure for reporting any accidents or work related illnesses? (if no, see accident/incident reporting procedure and form)			
MANUAL HANDLING	YES	NO/NA	COMMENTS
Do you carry out manual handling activities as a result of home working? (if yes, then a specific manual handling assessment will be required from your manager)			
HAZARDOUS SUBSTANCES/PROCESSES	YES	NO/NA	COMMENTS
Do your activities involve using hazardous substances/processes? (if yes, then a COSHH assessment will be required from your manager)			
HAZARDOUS SUBSTANCES/PROCESSES Continued	YES	NO/NA	COMMENTS
Are any hazardous substances stored at home for work related use - suitably and safely stored?			

Are all containers of hazardous substances clearly labelled?			
Have you agreed with your manager on provision of any personal protective equipment which you may need? (give list)			
WORKING ALONE	YES	NO/NA	COMMENTS
Is there a call-in procedure in place that allows you to contact your manager or responsible person?			
Do you carry a mobile phone or phone card?			
Do you consider that you need a personal attack alarm? (provided by your manager)			
SECURITY	YES	NO/NA	COMMENTS
Are all external doors secured to an adequate standard?			
DRIVING	YES	NO/NA	COMMENTS
As part of home working will you be expected to drive to and from other locations that are work related?			
DISPLAY SCREEN EQUIPMENT	YES	NO/NA	COMMENTS
Do you use DSE for a total of more than two hours a day, or more than one hour continuously? (if yes, complete the DSE questionnaire attached)			

COUNCIL SUPPLIED EQUIPMENT (please list)	SERIAL NO.	CONDITION
1.		
2.		
3.		
4.		
5.		

Any other comments/issues regarding your home working environment should be noted below and discussed with your manager.

Employee's Signature:

Manager's Signature:
(or designated deputy)

Date:

Date:

ALL SIGNIFICANT POINTS HIGHLIGHTED ABOVE MUST BE TRANSFERRED ONTO A COUNCIL RISK ASSESSMENT PROFORMA - WHICH IS TO BE COMPLETED BY THE HOMEWORKER'S MANAGER OR SECTION HEAD PRIOR TO HOMEWORKING COMMENCING.

HEALTH & SAFETY RISK ASSESSMENT FORM FOR EMPLOYEES ON THE WORKING AT HOME SCHEME USING DISPLAY SCREEN EQUIPMENT

A Display Screen Equipment (DSE) risk assessment should be completed by the employee and their manager (or designated deputy) before any working at home commences.

For employees working at home, the risk assessment will be used to ensure that the home working conditions comply with current DSE health and safety legislation - although these standards will only apply during working time.

Any significant risks or action points noted should be addressed immediately.

NOTE: Whether using a PC or laptop, it is important that you avoid long periods of uninterrupted computer work by taking frequent breaks to perform other tasks.

Any action identified should be addressed as soon as possible as homeworking should not commence until all safety requirements noted below have been complied with.

Employee's Signature:

**Manager's Signature:
(or designated deputy)**

Date:

Date:

ALL SIGNIFICANT POINTS HIGHLIGHTED ABOVE MUST BE TRANSFERRED ONTO A COUNCIL RISK ASSESSMENT PROFORMA - WHICH IS TO BE COMPLETED BY THE HOMEWORKER'S MANAGER OR SECTION HEAD PRIOR TO HOMEWORKING COMMENCING.

D.S.E WORKSTATION RISK ASSESSMENT

SERVICE:		ASSESSMENT DATE:	
SERVICE AREA:		REVIEW DATE:	
USER NAME:			
SERVICE MANAGER			

	FACTOR	USER COMMENT	MANAGER COMMENTS	AGREED ACTION REQUIRED
1	WORK PATTERNS			
1.1	Most time spent per day at DSE			
1.2	Average time per day at DSE			
1.3	No. of days per week at DSE			
1.4	Longest spell without break			
1.5	Can breaks be taken?			
1.6	Concentration important?			
1.7	Speed of operation important?			
2	PROBLEMS EXPERIENCED			
2.1	Back, shoulders or neck			
2.2	Hands, wrists or arms			

FACTOR		USER COMMENT	MANAGER COMMENTS	AGREED ACTION REQUIRED
2.3	Tired eyes or headaches			
2.4	Suitability of software			
2.5	Trained in preventative health care for DSE users?			
2.6	Other problems			
3	LIGHTING & ENVIRONMENT			
3.1	Is artificial lighting adequate? Is there glare or reflection?			
3.2	Sunlight: is glare or reflection a problem?			
3.3	Is noise distracting or stressful?			
3.4	Temperature and ventilation			
3.5	Is there sufficient work space?			
3.6	Is emergency escape easy from workstation?			
3.7	Is cabling secured and tidy?			
3.8	Is the floor surface sound and tidy?			

FACTOR		USER COMMENT	MANAGER COMMENTS	AGREED ACTION REQUIRED
4	KEYBOARD & MOUSE			
4.1	Is keyboard separate & tiltable?			
4.2	Is there sufficient space in front of keyboard?			
4.3	Are keys clearly visible?			
4.4	Is a wrist rest required?			
4.5	Is there sufficient space to operate mouse?			
4.6	Can mouse be operated comfortably?			
5	TABLE/DESK			
5.1	Table/Desk size adequate?			
5.2	Sufficient leg room?			
6	CHAIR			
6.1	Chair comfortable & stable?			
6.2	Does chair have wheels for easy movability?			
6.3	Chair height adjustable?			
6.4	Back adjustable for height & tilt?			

FACTOR		USER COMMENT	MANAGER COMMENTS	AGREED ACTION REQUIRED
6.5	Does back support lumber region of spine?			
6.6	Is the upholstery in good condition?			
6.7	Is a footrest available?			
7	EYESIGHT TEST			
7.1	Are eyesight tests available?			
7.2	Date of last eyesight test.			
7.3	Date next eyesight test due			
9	ANY OTHER COMMENTS			

User Name (print):		Manager Name (print):	
User Signature:		Manager Signature:	
Date:		Date:	

